# MEETING OF THE BOARD OF LIBRARY TRUSTEES JUNE 12, 2017 MINUTES

#### **Call to Order**

Chairperson Adam Delmolino called the meeting to order at 7:16 pm, and in attendance were trustees Heather Calvin, Kathy Fennelly, Amy Hampe, Joyce Radochia, and Lois Rho. Also in attendance were Andrea Nicolay, library director, and Maura Deedy, assistant library director. Frank Murphy was absent.

#### **Approval of Minutes (vote needed)**

Trustees reviewed the minutes of the May meeting. Ms. Fennelly moved to approve the minutes. Ms. Hampe seconded the motion. The board approved unanimously.

#### **Community Time**

No members of the community were present.

## **ROL Working Group Update**

Ms. Nicolay reviewed the first Working Group Meeting minutes (taken by Maura) with the Board, plus the updated Working Group schedule. There was discussion regarding the makeup and function of the Working Group and the Trustee roles therein. Trustees recommended postponing September Trustee Meeting one week after Working Group meeting #3, which places it on September 19 assuming Tuesday is the preferred meeting date.

## **Election of Officers (vote needed)**

Ms. Hampe made a motion to continue with the current officers and take a vote at the August meeting. Ms. Fennelly seconded. The Board approved unanimously.

# **Meeting Room Policy Revision (vote needed)**

Revision was deemed inadequate to address concerns; Board recommended revising application form, adding important policy details that groups frequently gloss over.

# Preliminary Discussion of FY18 Administration and Trustee Goals The Board reviewed the Robbins Library Board of Trustees Goals and Objective FY 2017 and made suggestions for FY 2018. Ms. Nicolay reviewed the FY 2017 Administration goals and will provide a completed document at the August meeting.

#### **Director's Report**

Ms. Nicolay provided an update on the Fox Branch Manager position, reposting with different schedule information: Monday through Friday, alternating Saturdays September through June. Ms. Nicolay has been doing outreach with Boys and Girls Club Annual Meeting and the Chamber of Commerce Women's Networking Breakfast. Summer reading prep is underway, the 2017 theme is Build a Better World for adults, teens and children. Megan Coffey, the new teen librarian has hit the ground running with summer reading prizes and reading lists, making connections with the school librarians. Collection inventories will be underway as part of the Reimaging Our Libraries project. Circulation trends continue to see downward trends in print, and increases in digital media. Ms. Nicolay is interested in redeveloping the print collection at Fox that is more hot titles, new releases.

#### Winfield Robbins Art Prints Working Group Update

Ms. Hampe provided an update that the appraisers are a third of the way through the collection, and will bring the full appraisal back to the board to discuss next steps.

#### **Foundation Liaison Update**

Ms. Nicolay provided a Foundation Liaison Update and the Foundation passed their investment policy. Discussed bringing in personnel who have skills with technology skills, marketing, an advisory board member. Expanding the mailing list to a whole town mailer. A targeted mailer was sent to tiered donors and they will be advertising for new donors soon.

### **Friends Liaison Updates**

Ms. Radochia provided an update about the Friends of Robbins Library who are ordering new tote bags. The Friends of Robbins Library discussed expanding their membership base. Friends of Fox discussed future programming and past successes. Friends of Fox are excited about expanded Saturday hours and wanted to discuss publicity.

#### **Communications**

Former Library Trustee Robert McKersey sent a letter to the board regarding the hours of the library on the Saturday before the Memorial Day holiday. He suggested the library ought to be open on the Saturday of both Memorial Day and Labor Day weekends.

Unanticipated Items No items.

Date of Next Meeting: Tuesday, August 8, 2017
The date of the next meeting will be Tuesday, August 8.

## **Adjournment (vote needed)**

Ms. Fennelly moved to adjourn. Adjournment was approved unanimously. Meeting was adjourned at 9:23 p.m.

#### **Materials Distributed:**

- June 2017 Meeting agenda
- May 2017 Meeting Minutes
- Reimagining Our Libraries Working Group Meeting #1 Minutes
- Library Meeting Room Use Policy & Scheduling Procedures
- Robbins Library Trustees Goals and Objectives FY 2017
- Robbins Library Administration Goals and Objectives FY 2017
- May 2017 Director's Report
- May 2017 Circulation Report